Accelerated SAP State of Utah	Organization/Area: Payroll Administration	BUSINESS PROCESS PROCEDURE Title of Process: Payroll Journal Report	
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\Reports - Payroll Journal.doc	Release:	R/3 4.6C
Responsibility:	Payroll Coordinator	Status:	Issued: 2/18/2003 Revised: 2/20/2003

Overview

Trigger:

Payroll staff can use this report to show a summary of gross pay, taxes, deductions, and net pay for each employee within a selected group of employees.

Business Process Procedure Overview
At times it is necessary to get an overview of the gross to net payroll of a group of employees along with their related tax liabilities. This is especially true for central payroll to determine the tax liability each period. This report shows the period amounts of: gross pay, taxable amounts, taxes, deductions, and net pay for each employee along with the total amounts for all the employees selected for the report.

Procedural Steps

1.1.   Access transaction by:

Via Menus	User Menu → Reports after Payroll Run → S_ALR_87014259 – Payroll Journal
Via Favorites Menu	S_ALR_87014259 – Payroll Journal

Double click on Payroll Journal report and the following screen will appear:

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If the screen does not look like this, click on the variance icon, 🔀, and select the "Std Payroll Journal Select" variance.

Input Fields	Field Value
Payroll Area	The state currently has one Payroll area which is 'UB'
Other Period	Enter the period and year of the payroll period you want to display. Leave blank if "Current period" was selected.
Personnel number	Employee numbers are used to select specific employees – leave blank if Organization Key is used.
Org. Key	Enter Agency, Space, Low Org and Distribution of employees to be reported – leave blank if "Personnel number" is used.

1.2   Enter UB in the Payroll area if it is not there by default.

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1.3 **Click on "Current period" or "Other period". If you select "Other period" enter the period number and year.**

1.4 **Enter the employee number of the person whose payroll journal you wish to view in the "Personnel number" field. If you want to select multiple employees, click on the arrow and enter their employee numbers (See step 1.5). If you want to select all the employees for an organization unit, leave the personnel number blank and use the Organization key for the selection criteria as described in step 1.6 below.**

1.5 *NOTE: When you click on the arrow next to an entry box, a "Multiple selection …" window appears. Use green tabbed boxes to enter multiple individual selection criteria or ranges of selection criteria. Use red tabbed boxes to exclude records from the range of selected criteria. All selection boxes that appear when you click on the arrow next to the entry box operate in the same way.*

1.6 **The "Organization key" field allows you to enter the Agency code followed by a space, the Organization code and the Distribution code to specify your selection of an employee group. You can use the wild card symbol, *, in your selection criteria. For example, if you want all employees in agency 100 and organization code 0420, you should enter 100 0420*. You can also select employees from multiple organization keys by clicking on the arrow to the right of the "Organization key" entry field. (See step 1.5)**

1.7 **Click on the Execute button 🕐 and view the output. If you want to print the report, click on the print icon 🖶.**